



Date: 20 August 2014
Reference: CAS/PART/ADP 2.6/JUN.14
Page 1 of 6

NOTIFICATION

United Nations Climate Change Conference **20 to 25 October 2014, Bonn, Germany**

I wish to notify Parties and observer States to the United Nations Framework Convention on Climate Change and its Kyoto Protocol of the sixth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP 2.6), which will be held from 20 to 25 October 2014 in Bonn, Germany. The session will take place at the World Conference Center Bonn (WCCB), Platz der Vereinten Nationen 2, 53113 Bonn.

The adopted agenda is available on the UNFCCC website at:

http://unfccc.int/meetings/bonn_oct_2014/session/8417/php/view/agenda.php

The session will be preceded by one day preparatory meetings of the least developed countries (LDCs), the small island developing States (SIDS), the African States and the Group of 77 and China from 17 to 19 October 2014.

There will be some space constraints at the WCCB during the session. Consequently, only a limited number of participants can be accommodated and it will not be possible to organize side events or exhibits. Parties and observers States are invited to consider this situation when making their nominations.

Three annexes are attached to this notification.

Annex I provides information on the preparatory meetings of the LDCs, SIDS, the African States and the Group of 77 and China.

Annex II provides useful information for participants, including opening hours for the registration desk as well as indications for the issuance of visas for Germany.

Annex III provides recommendations for greening the session.

Distribution: To Parties and observer States through their national focal points for climate change and diplomatic missions accredited to the Federal Republic of Germany.



Page 2

I would further like to inform Parties and observer States that the online registration system, which allows Parties to nominate representatives to attend the sessions, is open as of today. Online registration is the only official channel to nominate participants for the sessions. The secretariat is not in a position to accept nominations sent by e-mail, letter or fax.

The user manual for the system is available at the following web address:

https://onlinereg.unfccc.int/onlinereg/public/UNFCCC_ORIS_User_Manual-Parties_and_Observer_States.pdf

The manual contains complete information and guidelines on how to access and use the system. For assistance, a message should be sent to onlinereg@unfccc.int.

More information on attending the meeting is available at:

http://unfccc.int/meetings/bonn_oct_2014/session/8417.php

Parties and observer States are reminded that the Conference of the Parties, by decision 23/CP.18, invited Parties to commit to achieving gender balance by, inter alia, nominating women to bodies established under the Convention and its Kyoto Protocol in order to gradually, but significantly, increase the participation of women. To this end, I would like to encourage the nomination of women participants to the forthcoming sessions.

Yours sincerely,

(Signed by Richard Kinley for)

Christiana Figueres



Annex I

List of preparatory meetings

<ul style="list-style-type: none">• Least developed countries	17 October 2014	“Altes Hochhaus” United Nations Campus Platz der Vereinten Nationen 1 53113 Bonn Germany
<ul style="list-style-type: none">• Small island developing States	18 October 2014	
<ul style="list-style-type: none">• African States	18 October 2014	
<ul style="list-style-type: none">• Group of 77 and China	19 October 2014	“Wasserwerk” World Conference Center Bonn Platz der Vereinten Nationen 2 53113 Bonn Germany

Please note that as of 19 October 2014, entrance to the premises, including registration will take place through the World Conference Center Bonn, Platz der Vereinten Nationen 2, 53113 Bonn, Germany.



Annex II

Information for participants

Essential documents	Please consult the UNFCCC website < http://maindb.unfccc.int/library > for all available essential documents.
Funding	<i>A separate communication will be sent to eligible Parties.</i>
Nominations and registration online	Online registration for Parties and observer States to nominate their representatives is open. Please confirm your delegation as soon as possible and prior to the sessions.
Visas	<p>All foreign delegates entering the Federal Republic of Germany must have a valid passport. Participants requiring an entry or transit visa are strongly encouraged to contact the appropriate consular authorities as soon as this notification is received. The issuance of a visa for the Schengen States may take up to two weeks from the date of submission of the visa application. To facilitate the issuance of a visa, a copy of this notification should be attached to the visa request. For more information, please visit the website of the Federal Foreign Office:</p> <p><http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html> (also available in French and Spanish).</p> <p>N.B. Participants are advised that the request for a long term visa is contingent on the participant securing comprehensive medical insurance to cover the entire period of the visa.</p>
Registration	<ul style="list-style-type: none"> • All participants are requested upon arrival at the Conference venue to proceed to the registration desk, which will be open from Friday, 17 October 2014, 8 a.m. in order to collect their badges to access the conference premises. • A valid photo ID in addition to the fast-track pass generated from the online registration system should be presented to registration staff. <p>Registration Times:</p> <ul style="list-style-type: none"> • Friday, 17 October 2014 to Sunday 19 October 2014 from 8.00 a.m. to 6.00 p.m. • Saturday, 18 October 2014 to Sunday, 19 October 2014 from 8.00 a.m. to 6.00 p.m. • Monday, 20 October 2014 until Saturday, 25 October 2014 from 8.00 a.m. to 6.00 p.m. <p>Early registration on Saturday, 18 October 2014 or Sunday, 19 October 2014 is highly recommended to avoid delays on the first day of the session.</p> <p>Please be aware that double registration is not permitted (i.e. as a State representative and an observer organization representative, or as an observer organization representative and a press/media representative).</p>
Conference venue opening and closing times	The conference venue will open by 8 a.m. and will close at 8 p.m. for the duration of the session.



Side events and exhibits	No side events or exhibits will be organized for this session.
Press briefings	In order for the secretariat to provide adequate logistical and technical facilities, it would be useful to know to what extent Parties and observer States intend to brief the press/media during the forthcoming sessions. Responses should be addressed directly to the UNFCCC Press Office (telephone: +49 228 815 1005, fax: +49 228 815 1999, e-mail: < press@unfccc.int >).
Hotels	Combined service of accommodation and public transport. Hotel bookings placed through the link to the City of Bonn's designated page for the sessions http://www.bonn-region.de/UNFCCC-ADP2-6 includes a free public transportation ticket for the city and the region of Bonn (Verbund Rhein Sieg). The print-at-home PDF ticket is valid for the duration of the hotel stay of the delegate. The ticket will be sent automatically along with the hotel reservation confirmation. For further assistance, please contact: E-mail: a.isengard@bonn-region.de. Telephone: +49 (0)2 28/ 910 41 33
Disclaimer	Participants are strongly recommended to obtain comprehensive international medical insurance for the period of participation. The United Nations and the Convention secretariat disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation. In the interest of security and safety of all participants and the smooth running of the sessions, the Convention secretariat reserves the right to deny and/or restrict access to the conference premises, or to request registered participants to leave the premises. The Convention secretariat shall not be responsible for any or all expenses incurred by nominated participants who are requested to leave the premises, or refused registration or access to the sessions for which they have been nominated and/or registered as participants.
Badges	It is essential that you have an official UNFCCC conference badge in order to gain access to the premises. These are issued only on the basis of confirmation in the online registration. For security reasons, all participants are requested to wear their badges visibly at all times.
Pigeonholes	In order to reduce wastage of publications and papers, the secretariat has decided to discontinue the use of pigeonholes at the sessions of the Convention and its Kyoto Protocol. Messages to Parties and IGOs may be conveyed and collected at the information desk, located in the main foyer. Participants are kindly requested to check with the information desk for this purpose.



Annex III

Recommendations for greening the session

Travel	For shorter trips, use the train instead of a car/coach and plane. Participants in a position to do so are encouraged to consider offsetting the carbon footprint associated with their attendance of the Conference.
Accommodation	Stay in hotels which operate in an environmentally responsible manner. Select a hotel located near public transportation. Request group pick-up from the hotel when local transport is not an option.
Green behaviour during the session	Only print what you need before travelling and request only essential documents from the Documentation Desk. Travel by foot, bike or public transport as much as possible. Recycle your waste: bottles, cans, paper, etc. As far as possible, provide information electronically.
Materials for the meeting	Avoid bringing any material for distribution to this session.
